



# Recovery Act Reporting

September 21, 2009

Version 1

Note 1: All information provided in this presentation about the Recovery Act Reporting Tool and Data Requirements is subject to some change pending testing of the tool and finalization of the FAR changes

Note 2: All information provided in this presentation applies to Recovery Act reporting for federally awarded contracts only; different requirements apply to federally awarded grants and assistance actions



# Recovery Act Reporting Requirements

- FAR clause 54.204-11 “American Recovery and Reinvestment Act—Reporting Requirements” shall be included in all federal solicitations and contracts (except classified) that are funded in whole or in part by the Recovery Act
- Clause requires that contractors provide quarterly reports for all work funded, in whole or in part, by the Recovery Act
- Reports shall be submitted no later than the 10th day after the end of each calendar quarter
- First reporting period is October 1-10, 2009, and covers the period since contract award of all contract actions awarded through September 30, 2009 that use Recovery Act funds
- Subsequent quarterly reporting periods cover the preceding quarter



# How Do I Report?

- Reporting tool will be available at [www.federalreporting.gov](http://www.federalreporting.gov)
- Reporting can be accomplished:
  - Using the web graphical user interface (GUI) at the above website
  - Using the pre-defined Excel spreadsheets available at the website
  - Using an XML transaction; specifications are available at the website
- Federal contractor personnel MUST be registered by their DUNS number in the tool AND have been provided the DUNS' FRPIN (federal reporting personal identification number) in order to submit a report
  - Federal contractors MUST be registered in CCR for the same DUNS number in order to register in the Reporting Tool
  - Federal contractors' Government Business and Electronic Business Points of Contact in their CCR record have been automatically identified for the Reporting Tool as the DUNS points of contact
  - The points of contact will be automatically registered when the first user registers under the DUNS in the Reporting Tool
  - These points of contact are responsible for approving and deleting FRPIN access of anyone registering in the Reporting Tool to submit a report
- User guides on registration are available at the website under 'Downloads'; user guides on reporting are in development, but not yet available



# What Do I Have to Report?

1. Funding Agency Code / Name
2. Awarding Agency Code / Name
3. Contracting Office Code / Name
4. Program Source (Treasury Account Symbol (TAS))
5. Award Number\* and Order Number (if applicable)
6. DUNS Number\*
7. Legal Name\*, Doing Business As Name\*, and Full Address\* (pre-populated from CCR if available, D&B is secondary source)
8. Recipient's Congressional District\*
9. Parent DUNS Number (pre-populated from CCR)
10. Recipient's Account Number (optional field for the recipient's use)
11. Award Date\*
12. Award Description (narrative)
13. Quarterly Activities / Project Description (narrative) (cumulative)
14. Project Status (Not Started, <50% Complete, >50% Complete, Complete) (cumulative)
15. Project Title (optional)
16. NAICS Code / NAICS Code Description
17. Number of Jobs Created / Retained (cumulative)
18. Description of Jobs Created / Retained (narrative) (cumulative)
19. Amount of Award (Total Amount of Recovery Funds Obligated for the Contract or Order)\*
20. Total Amount of Recovery Funds Invoiced (cumulative)
21. Primary Place of Performance Full Address\*
22. Primary Place of Performance Congressional District\*
23. Recipient Indication of Applicability Regarding Highly Compensated Executives\*
24. Names of the 5 Most Highly Compensated Executives (conditional based on the recipient's indication of applicability)\*
25. Compensation Amount of the 5 Most Highly Compensated Executives (conditional based on the indication of applicability)\*
26. Total Number and Amount of Sub-awards to Individuals (cumulative)
27. Total Number and Amount of Sub-awards <\$25K per Award (cumulative)

\* Required elements regarding any first tier subcontractors where value of subcontract exceeds or is equal to \$25K



# Reporting Specifics

- Additional data elements are required of recipients reporting against federally awarded grants/assistance actions
  - Be sure to clearly choose 'Federally Awarded Contract' as the Award Type
- Federal contractors are responsible for providing all of the required data (including that for first tier subcontractors on subcontracts greater than / equal to \$25K) on a quarterly basis; at this time there is no data pre-populated from other government sources beyond CCR (as noted)
  - Be sure to clearly choose 'Prime Recipient (Prime Reporting for Self and Sub(s))' as Recipient Type if as a prime contractor you have any subcontracts  $\geq$ \$25K
  - Choose 'Prime Recipient (Prime Only)' only if you have no subcontracts  $\geq$ \$25K
- First tier subcontractors are required to have a DUNS number (and are encouraged, though not required, to be registered in CCR)
- Most of the specific award data should be available on the contract instrument depending on the Standard or DoD Form used
- Additional federal contract award data is available on the American Recovery and Reinvestment Act Report available at the Federal Procurement Data System (FPDS) website (<https://www.fpds.gov/>) in the top right-hand corner of the screen
  - Sort the spreadsheet by column AR to easily find your DUNS



# Data Available on the FPDS Report

- If the government award data for the contract action you are reporting against is not available on the document itself, the following data elements can be found on the FPDS report for the prime's contract:
  - Funding Agency Code / Name (Columns T & U)
  - Awarding Agency Code / Name (Columns F & G)
  - Contracting Office Code / Name (Columns H & I)
  - Program Source (Treasury Account Symbol (TAS)) (Columns A, B, & C)
  - When reporting a Delivery/Task Order under a GSA Schedule, GWAC, BPA, BOA or IDIQ, the Order Number is in Column K and Award Number is in Column N
  - When reporting a Basic Contract or Purchase Order, the Award Number is in Column K and there is no Order Number
  - DUNS Number (Column AR)
  - Legal Name, Doing Business As Name, and Full Address (Columns AS, AT, AV, AW, AX, AY)
  - Recipient's Congressional District (Column AZ)
  - Award Date (Column O)
  - NAICS Code / NAICS Code Description (Columns Z & AA)
  - Amount of Award (Total Amount of Recovery Funds Obligated for the Contract or Order) (Column BY)
  - Primary Place of Performance City, State, Country, Zip+4 Code (Columns AD, AE, AG & AH)
  - Primary Place of Performance Congressional District (Column AF)



# Specifically for DoD

- Contracting Agency is:
  - 1700 for Navy (includes U.S. Marine Corps)
  - 2100 for Army (includes Army Corps of Engineers, do not use 96CE)
  - 5700 for Air Force
  - 97AS for Defense Logistics Agency
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  - 1700 for Navy (includes U.S. Marine Corps)
  - 2100 for Army
  - 5700 for Air Force
  - 97AS for Defense Logistics Agency
  - 96CE for Army Corps of Engineers
  - 9700 for Department of Defense (other than those above)
- DoD Contracting Office Code is:
  - 6 character Department of Defense Activity Address Code (DoDAAC) – should be on the first page of the contract instrument
- For funding agency codes when DoD made the contract award with another federal agency's funds, review the FPDS report
- For contracting agency and office codes when DoD funds have been awarded by another federal agency, review the FPDS report





# What Happens After I Submit a Report?

- A submitted report is made available to Recovery.gov on the 30<sup>th</sup> day of the reporting period, though the Recovery Board may make the data available to Recovery.gov any time after the 10<sup>th</sup> day
- The contractor may revise a submitted report during days 11-21; however changes will be tracked via version control
  - The report that is submitted by the 10<sup>th</sup> day is considered a final version, not a draft; even though updates can be made during days 11-21 and again during days 22-29 if the government provides comments
- The federal government will be required to review at least a portion of all submitted reports against federally awarded contracts
  - Reviewing for overall consistency with award info (award date, etc.) and significant errors and material omissions.
  - May view the submitted data in the reporting tool days 11-30 of the reporting month
  - May comment on the submitted data in the reporting tool days 22-29
  - Only if the government provides a comment will the report be 'unlocked' to allow an update by the reporter
- If the reviewer makes a comment:
  - The person who submitted the report will receive an email from the reporting tool
  - The recipient may review the comments provided in the reporting tool and update or deactivate the report. Regardless of whether changes are made, the report becomes final on the 30<sup>th</sup> day





# Whom Do I Contact if I Have Trouble Registering/Reporting?

FederalReporting.gov service desk:  
877-508-7386

Live chat is available at  
[www.federalreporting.gov](http://www.federalreporting.gov)